

Registering the Firm Administrator Account

How do I register the Firm's Administrator account in eFile and eServe (eFS)?

1. Go to <https://minnesota.tylerhost.net>
2. Click **Register Now**.



User accounts attached to the firm or government agency can review any filing made through the Firm Administrator Account. Law firms and other agencies may choose to file through a single or multiple filing accounts in order to give their staff the correct access to each case.

Step 1 of 5

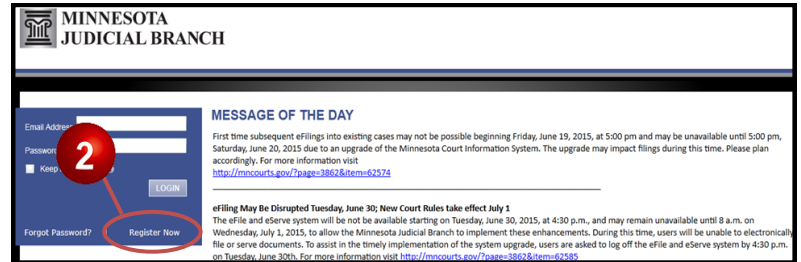
1. The Registration page opens. Select the **Firm Administrator** option.
2. Click **Next**.

Step 2 of 5

1. The eFS agreement opens. Read the agreement, click the **I Agree** box.
2. Click **Next**.

Step 3 of 5

1. Enter the **Firm Information** in each required field marked with an asterisk.
2. Under the Firm Information section, you must select if you want to **Allow Users to Self Register** or **Require the Administrator Approval of the New User Registration**.
3. Click **Next**.



MINNESOTA JUDICIAL BRANCH

MESSAGE OF THE DAY

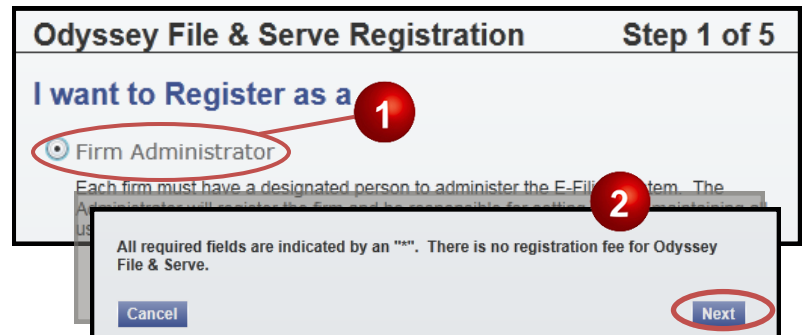
First time subsequent eFilings into existing cases may not be possible beginning Friday, June 19, 2015, at 5:00 pm and may be unavailable until 5:00 pm, Saturday, June 20, 2015 due to an upgrade of the Minnesota Court Information System. The upgrade may impact filings during this time. Please plan accordingly. For more information visit <http://mncourts.gov/?page=3862&item=5274>

efiling May Be Disrupted Tuesday, June 30; New Court Rules take effect July 1

The efile and eServe system will be not be available starting on Tuesday, June 30, 2015, at 4:30 p.m., and may remain unavailable until 8 a.m. on Wednesday, July 1, 2015, to allow the Minnesota Judicial Branch to implement these enhancements. During this time, users will be unable to electronically file or serve documents. To assist in the timely implementation of the system upgrade, users are asked to log off the efile and eServe system by 4:30 p.m. on Tuesday, June 30th. For more information visit <http://mncourts.gov/?page=3862&item=5274>

2

Register Now



Odyssey File & Serve Registration Step 1 of 5

I want to Register as a

1

Firm Administrator

Each firm must have a designated person to administer the E-File system. The

2

All required fields are indicated by an asterisk. There is no registration fee for Odyssey File & Serve.

Cancel Next



Odyssey File & Serve Registration Step 2 of 5

1

☒ I Agree

2

Previous Cancel Next



Odyssey File & Serve Registration Step 3 of 5

Firm Information

1

Name* Donald Law Firm

Country* United States of Ame

Address Line 1* 122 Donald Lane

Address Line 2

City* Saint Paul

State* Minnesota Zip Code* 54141

Phone Number* 651-556-5

2

New User Registration

☒ Allow Users to Self Register

☒ Require Administrator Approval of New User Registration

3

Previous Cancel Next

Registering the Firm Administrator Account

Step 4 of 5

1. Enter your information in the eFS User information which includes:
 - **First and Last Name**
 - **Email Address**
 - **Password**
2. **Check the box next to Attorney if you are an Attorney.** Another window displays asking for your attorney bar number. **Enter your Attorney number.**
3. Enter the **Security Question** and **Answer.**
4. Click **Register.**



Before you can start using eFS, you must verify your email account through the account activation email. Make sure to check your junk or spam folder if you don't get the email.

Step 5 of 5

1. The Registration is Complete message displays.
2. Click **Finish.**
3. Click the **Activate Account** link in the email you receive.



The Firm Administrator Account must have at least one registered user who is the administrator. For large firms or agencies, it is recommended you have at least two firm administrators.